

**WAITING TIMES MEETING  
Held on**

**Friday 1 August 2008  
9.30am**

**ADAT Lodge, Ayrshire Central Hospital**

**Present:**

Alistair Cairns, North Ayrshire Addiction Services (Chair)  
Lesley Robb, ADAT  
Julie Wales, Database Officer, Addiction Services  
Eileen Kennedy, Catalyst  
Yvonne Skilling, Catalyst

|    |   | <b>ACTION</b>  |
|----|---|--|
| 1. | <b>Apologies</b><br>Tom McIntosh  |  |
| 2. | Alistair gave a brief overview of the purpose of the meeting for the benefit of Eileen and Yvonne, who had not previously attended a Waiting Times Meeting  |  |
| 3. | It was agreed that in future Lesley will scan reports to members in order to keep them in the format presented on paper.  | <b>LR</b>  |
| 4. | <p>There were no concerns raised over the 1<sup>st</sup> quarter Waiting Times, and the group agreed that they could be submitted to ISD.</p> <p>To allow continued timeous, and hopefully accurate completion of Waiting Times the following actions should be completed :</p> <ul style="list-style-type: none"> <li>• Lesley is going to visit Momentum to amend and update alcohol/drug client identifiers.</li> <li>• Identify and feed back to Julie the client who is being recorded as Sub Pres Supp –A</li> <li>• Julie to check Disciplinary discharges as far as Addiction Services is concerned</li> <li>• Any errors or queries that are generated should be forwarded to Julie in the first instance</li> <li>• Julie will identify Turning Point clients that are waiting 13-26 weeks and update Lesley</li> </ul> | <p><b>LR</b></p> <p><b>LR</b></p> <p><b>JW</b></p> <p><b>LR</b></p> <p><b>LR</b></p> |
| 3. | <b>Date and time of next meeting</b><br>To be arranged  |  |